



MOORE COUNTY GOVERNMENT



Position Vacancy Announcement

LIBRARY TECHNICIAN LIBRARY

*This Position is Part Time with **NO** Benefits*

VACANCY NUMBER

20-092

HIRING RANGE

\$13.02 - \$15.62

OPENING DATE

October 8, 2020

CLOSING DATE

October 22, 2020

TO APPLY

Please submit your application online at
www.moorecountync.gov

QUESTIONS?

Please call the Moore County Human Resources Office at (910) 947-6362.

OR

You may also visit us at
302 Monroe Street
Carthage, NC 28327.

ESSENTIAL JOB DUTIES

This position performs responsible technical work in the public library including, but not limited to, the following: charges and discharges library materials, works on circulation desk, registers new patrons on computer, collects fees and fines, shelves books, files library materials, helps patrons locate books, provides assistance to patrons as requested, checks security of building before entering and leaving, keeps a variety of records and statistics concerning library activities and operations, receives and processes mail, displays magazines and periodicals, processes inter-library loans, administers inter-library loan program, prepares books and library material for circulation, supervises a small branch library, performs all duties associated with operating a branch library, assists patrons with genealogical research, answers telephone, performs routine office assistance, and performs related tasks as required. Position may be scheduled to work at various locations which include: Carthage, Aberdeen, Pinebluff, Robbins, Vass, and the Bookmobile.

KNOWLEDGE AND SKILL REQUIREMENTS

- General knowledge of office terminology, procedures, and equipment
- Some knowledge of computers
- General knowledge of library routine and procedures
- Ability to follow established procedures and to perform work requiring considerable detail
- Ability to establish and maintain effective working relationships with associates and library patrons

EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from High School or GED equivalency **AND** six (6) months of office assistant, library, or business experience

LICENSE AND CERTIFICATION REQUIREMENTS

- Must possess and maintain a valid North Carolina driver's license

PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, crouching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operation of machines, and determining the accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.

The County of Moore is a drug-free workplace and Equal Opportunity employer.

In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.

All applicants tentatively selected for this position will be required to submit to a pre-employment background check, pre-employment drug test and post offer physical.

Moore County is an E-Verify Participant